

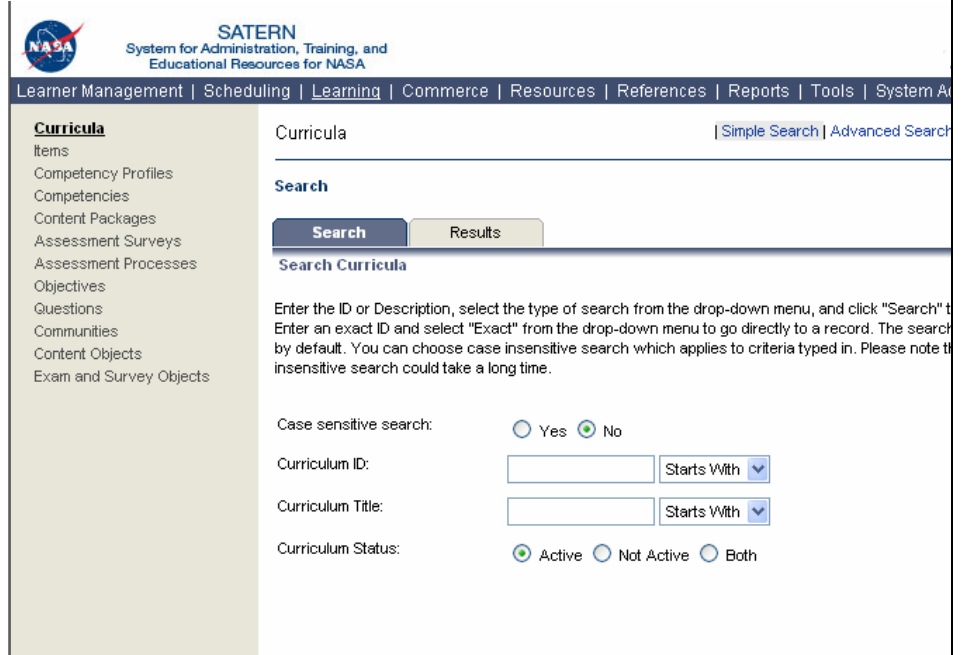
Add Curriculum

Tasks

- A. Add a Curriculum/Summary Tab
- B. Add Items to the Curriculum
- C. Edit Item settings within a Curriculum

Task A: Add a Curriculum/Summary Tab

1. Click **Learning > Curricula**.



The screenshot shows the SATERN web application interface. The top navigation bar includes links for Learner Management, Scheduling, Learning, Commerce, Resources, References, Reports, Tools, and System Admin. The left sidebar has a 'Curricula' section expanded, showing sub-items like Items, Competency Profiles, Competencies, Content Packages, Assessment Surveys, Assessment Processes, Objectives, Questions, Communities, Content Objects, and Exam and Survey Objects. The main content area is titled 'Curricula' and includes links for Simple Search and Advanced Search. Below this is a 'Search' section with a 'Search' button and a 'Results' tab. The 'Search Curricula' section contains instructions on how to use the search, including a note about case sensitivity. There are input fields for 'Curriculum ID' and 'Curriculum Title', each with a 'Starts With' dropdown menu. A 'Curriculum Status' section has radio buttons for 'Active' (selected), 'Not Active', and 'Both'. A 'Case sensitive search' section has radio buttons for 'Yes' and 'No' (selected).

2. Click the **Add New** link.

[Simple Search](#) | [Advanced Search](#) | [Add New](#) | [Help](#)

3. Enter/select all required information.

- ◆ Curriculum ID (CENTER-UPPER CASE ALPHA/NUMERIC CHARACTERS)
- ◆ Title (ALL UPPER CASE ALPHA/NUMERIC CHARACTERS)
- ◆ Creation Date
- ◆ Domain ID
- ◆ Basis Date (Defaults to global NASA setting)
- ◆ Description (Sentence Case)

4. Click the **Add** button.

Add

Task A: Add a Curriculum/Summary Tab (continued)

5. The entered information displays on the **Summary** tab.

Curriculum ID: ARC-GENSAFETY-2006
Title: General Safety Curriculum for FY06

Summary Items Subcurricula Documents Job Positions

Edit the Curriculum

* = Required Fields

Apply Changes Reset Copy Curriculum...

Title: General Safety Curriculum for FY06

Creation Date: (MM/DD/YYYY) 10/6/2005

Active: ☒

* Domain: ARC

Curriculum Type:

Basis Date: (MM/DD/YYYY) 6/26/2005

Force Incomplete: ☐

Description: This curriculum contains all general safety courses for ARC employees.

6. If edits to data are made on the **Summary** tab, click **Apply Changes** before leaving the screen to save the changes.

Apply Changes

Task B: Add Items to the Curriculum

1. Click the **Items** tab.

Curriculum ID: ARC-GENSAFETY-2006
Title: General Safety Curriculum for FY06

Summary **Items** Subcurricula Documents Job Positions

[Edit the Curriculum](#)

2. Enter an **Item Type** and **Item ID**.

Note: If you do not know the ID, use the [add one or more from list](#) link to conduct a search and select the ID from a list.

[Add an Item to the Curriculum](#)

Enter Item ID or [add one or more from list](#)

Type ID

[Add](#)

3. Click the **Add** button.

[Add](#)

4. The Item displays in the Update section.

[Update the Items for the Curriculum](#)

[Apply Changes](#)

[Select All](#) / [Deselect All](#)

Item	Title	Remove
<input checked="" type="checkbox"/> COURSE ARC-SAFETY (Rev 10/6/2005 10:06 AM EST)	ARC Site Safety Basics	Edit <input type="checkbox"/>

Task C: Edit Item Settings within a Curriculum

1. Click the **Edit** link next to the Item to be modified.

Update the Items for the Curriculum

[Apply Changes](#)
[Select All / Deselect All](#)

Item	Title	Remove
COURSE ARC-SAFETY (Rev 10/6/2005 10:06 AM EST)	ARC Site Safety Basics	Edit <input type="checkbox"/>

2. Review the defaults brought over from the Item record.

Curriculum ID: ARC-GENSAFETY-2006
Title: General Safety Curriculum for FY06
Item Type: COURSE
Item ID: ARC-SAFETY
Revision Date: 10/6/2005 10:06 AM EST
Revision Number:
Item Title: ARC Site Safety Basics [Return to Item Data](#)

Edit the Items for the Curriculum

[Apply Changes](#) [Reset](#)

Initial Assignments:
Initial Number: (1000,001) Initial Period:
Initial Basis: ☐ Calendar ☒ Event

Retraining Assignments:
Retraining Number: (1000,001) Retraining Period:
Retraining Basis: ☐ Calendar ☒ Event

Effective Date: (MM/DD/YYYY)
Assignment Type:
Sequence Number: (1000,001)

3. Enter the Assignment/Retraining information.

See the “Period-Based Assignment of Items” section starting on Pg. 21 for information regarding Initial Assignments, Retraining Periods, and Event vs. Calendar Based assignments.

Note: If entering a Retraining Period, the item will remain on the

Edit the Items for the Curriculum

[Apply Changes](#) [Reset](#)

Initial Assignments:
Initial Number: (1000,001) Initial Period:
Initial Basis: ☐ Calendar ☒ Event

Retraining Assignments:
Retraining Number: (1000,001) Retraining Period:
Retraining Basis: ☐ Calendar ☒ Event

Effective Date: (MM/DD/YYYY)
Assignment Type:
Sequence Number: (1000,001)

Learner's Learning Plan with a new Required Date after they complete it.

4. Click the **Apply Changes** button.

Apply Changes

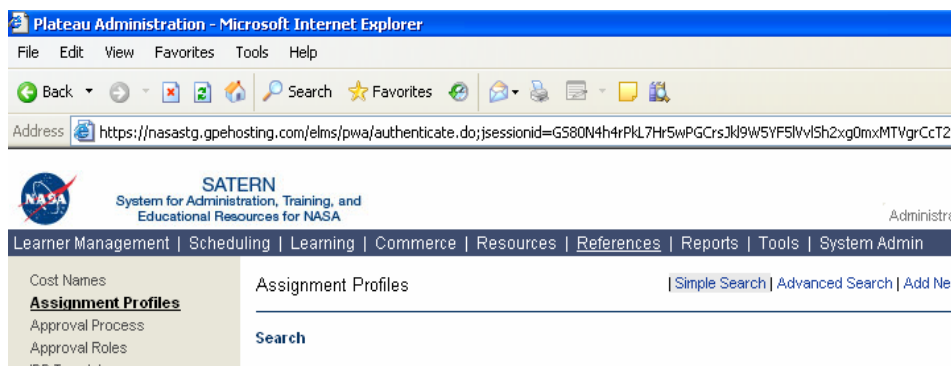
Create an Assignment Profile

Tasks

- A. Add an Assignment Profile
- B. Select the Domain
- C. Select the Learner Attributes
- D. Add the Curriculum to the Assignment Profile
- E. Preview Learners and Propagate the Profile

Task A: Add an Assignment Profile:

1. Click **References > Assignment Profiles**.



2. Click the **Add New** link.

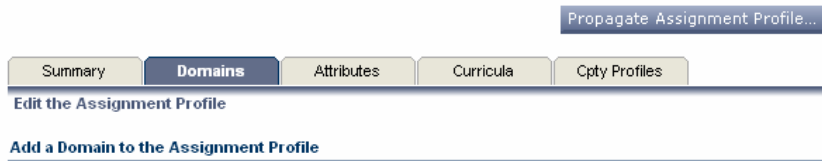
| Simple Search | Advanced Search | Add New | Help |

3. Enter/select all required information, and click the **Add** button.

- ◆ Assignment Profile ID (CENTER-UPPER CASE ALPHA/NUMERIC CHARACTERS)
- ◆ Domain ID

Task B: Select the Domain

1. Click the **Domains** tab.



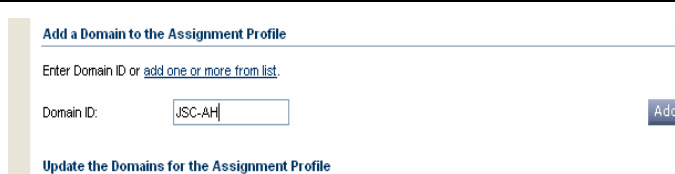
Propagate Assignment Profile...

Summary **Domains** Attributes Curricula Cpty Profiles

Edit the Assignment Profile

Add a Domain to the Assignment Profile

2. Enter the Domain ID.
Note: If you do not know the ID, use the **add one or more from list** link to conduct a search and select the ID from a list.



Add a Domain to the Assignment Profile

Enter Domain ID or [add one or more from list](#).

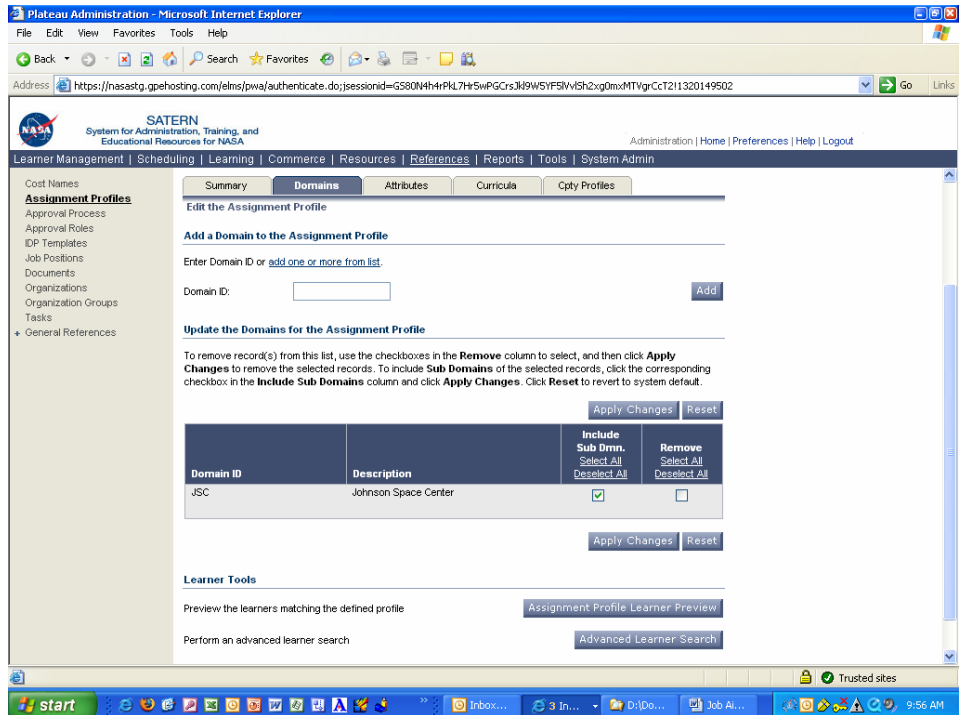
Domain ID:

Update the Domains for the Assignment Profile

3. Click the **Add** button.



4. Select Include Sub-Domains (if applicable) and click **Apply Changes**.



Plateau Administration - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://nasastg.gpehosting.com/elms/pwa/authenticate.do?sessionId=GS80N4H4PKL7H5wPGCs3K9W5YFSWvSh2xg0mxMTVgrCt211320149502> Go Links

NASA SATERN System for Administration, Training, and Educational Resources for NASA Administration | Home | Preferences | Help | Logout

Learner Management | Scheduling | Learning | Commerce | Resources | References | Reports | Tools | System Admin

Cost Names
Assignment Profiles
Approval Process
Approval Roles
IDP Templates
Job Positions
Documents
Organizations
Organization Groups
Tasks
+ General References

Summary **Domains** Attributes Curricula Cpty Profiles

Edit the Assignment Profile

Add a Domain to the Assignment Profile

Enter Domain ID or [add one or more from list](#).

Domain ID:

Update the Domains for the Assignment Profile

To remove record(s) from this list, use the checkboxes in the **Remove** column to select, and then click **Apply Changes** to remove the selected records. To include **Sub Domains** of the selected records, click the corresponding checkbox in the **Include Sub Domains** column and click **Apply Changes**. Click **Reset** to revert to system default.

Domain ID	Description	Include Sub Dmn. Select All Deselect All	Remove Select All Deselect All
JSC	Johnson Space Center	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Learner Tools

Preview the learners matching the defined profile

Perform an advanced learner search

start | 3 In... | D:\Do... | Job Ai... | 9:56 AM

Task C: Select the Learner Attributes

1. Click the **Attributes** tab.

[Propagate Assignment Profile...](#)

Summary Domains **Attributes** Curricula Cpty Profiles

Edit the Assignment Profile

Add an Attribute to the Assignment Profile

Enter Attribute or [add one or more from list](#).

Group Attribute Operator

Address Any

2. Enter the Group number and select the Attribute. Click the **Add** button.

Status: Propagation Required [Propagate Assignment Profile...](#)

Summary Domains **Attributes** Curricula Cpty Profiles

Edit the Assignment Profile

Add an Attribute to the Assignment Profile

Enter Attribute or [add one or more from list](#).

Group Attribute Operator

1 Supervisory Status Any

3. Click **Values**.

Update the Attributes for the Assignment Profile

Learners must meet the requirements of any one group in order to be included in the assignments of this profile.

[Apply Changes](#) [Reset](#)

[Select All](#) / [Deselect All](#)

Group	Attribute	Operator		Remove
1	Supervisory Status	Any	Values	<input type="checkbox"/>

[Select All](#) / [Deselect All](#)

[Apply Changes](#) [Reset](#)

4. Select the values, and click the **Add** button.

Results

Add values to Assignment Profile Attribute

[Select All](#) / [Deselect All](#)

ID	Description	Select
8	ALL OTHER POSITIONS	<input type="checkbox"/>
7	TEAM LEADER	<input type="checkbox"/>
6	LEADER	<input type="checkbox"/>
5	MANAGEMENT OFFICIAL (CSRA)	<input checked="" type="checkbox"/>
4	SUPERVISOR (CSRA)	<input checked="" type="checkbox"/>
2	SUPERVISOR OR MANAGER	<input checked="" type="checkbox"/>

[Select All](#) / [Deselect All](#)

- You may add multiple attributes to the profile. To set up an “And” relationship, use the same Group Number for each attribute. To set up an “Or” relationship, use a different Group Number for each attribute. If you use a different Group Number for each attribute, Learners must meet the requirements of any one group in order to be included in the assignments of this profile. If you use the same Group Number for each attribute, the Learner must meet all of the attributes to be included in the assignments of the profile.

Learners must meet the requirements of any one group in order to be included in the assignments of this profile.

[Apply Changes](#) [Reset](#)

[Select All](#) / [Deselect All](#)

Group	Attribute	Operator	Values	Remove
1	NASA Class Block Code	Any	Values	<input type="checkbox"/>
1	Supervisory Status	Any	Values	<input type="checkbox"/>

[Select All](#) / [Deselect All](#)

[Apply Changes](#) [Reset](#)

[Learner Tools](#)

Task D: Add the Curriculum to the Profile.

- Click the **Curricula** tab.

Assignment Profile ID: JSC-HUMANRESOURCES
Description: Human Resources
Status: Propagation Required

[Propagate Assignment Profile...](#)

[Summary](#) [Domains](#) [Attributes](#) **[Curricula](#)** [Cpty Profiles](#)

[Edit the Assignment Profile](#)

- Type the Curriculum ID, and click the **Add** button. You may also add a Curriculum from the list.

Note: The Assignment Profile will use the initial

Assignment Profile ID: JSC-HUMANRESOURCES
Description: Human Resources
Status: Propagation Required

[Propagate Assignment Profile...](#)

[Summary](#) [Domains](#) [Attributes](#) **[Curricula](#)** [Cpty Profiles](#)

[Edit the Assignment Profile](#)

[Add a Curriculum to the Assignment Profile](#)

Enter Curriculum ID or [add one or more from list](#).

Curriculum ID: [Add](#)

assignment and retraining periods associated with the Curriculum ID. If you wish to set up a different profile using the same Curriculum (items) with different assignment information, you must create a new Curriculum and a new Assignment Profile.

Task E: Preview Learners and Propagate the Profile

1. Click the **Domains** tab, and click the **Assignment Profile Learner Preview** to see the Learners that match the profile.

Assignment Profiles
[Assignment Process](#)
[Assignment Roles](#)
[Assignment Updates](#)
[Assignment Positions](#)
[Assignment Items](#)
[Assignment Sessions](#)
[Assignment Groups](#)
[Assignment References](#)

Summary
Domains
Attributes
Curricula
Cpty Profiles

Edit the Assignment Profile

Add a Domain to the Assignment Profile

Enter Domain ID or [add one or more from list](#).

Domain ID: Add

Update the Domains for the Assignment Profile

To remove record(s) from this list, use the checkboxes in the **Remove** column to select, and then click **Apply Changes** to remove the selected records. To include **Sub Domains** of the selected records, click the corresponding checkbox in the **Include Sub Domains** column and click **Apply Changes**. Click **Reset** to revert to system default.

Apply Changes
Reset

Domain ID	Description	Include Sub Dmn. Select All Deselect All	Remove Select All Deselect All
JSC-AH	Human Resources Office	<input type="checkbox"/>	<input type="checkbox"/>

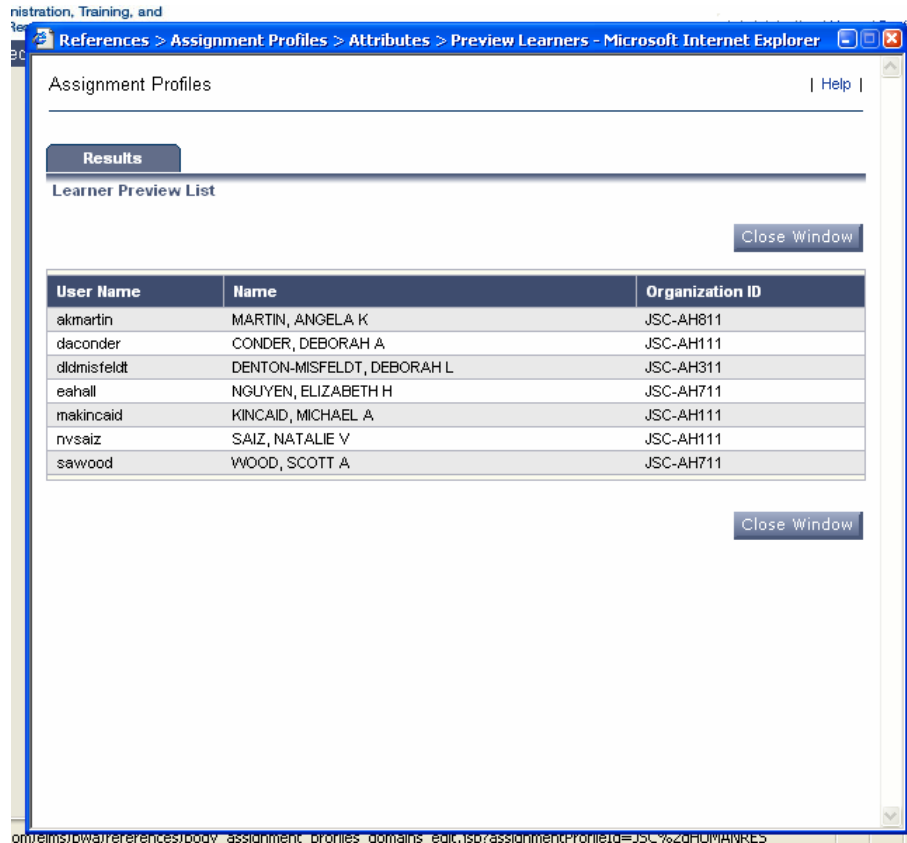
Apply Changes
Reset

Learner Tools

Preview the learners matching the defined profile

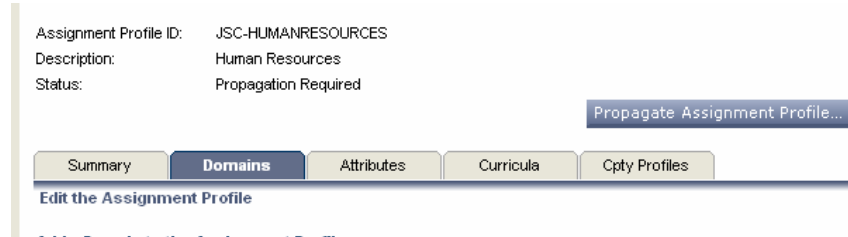
Assignment Profile Learner Preview

- The list of Learners appears. Click **Close Window**.



- Click **Propagate Assignment Profile**.

Note: If this assignment affects more than 500 Learners, you must schedule the assignment as a Background Job.



4. To Schedule a Background Job, you must schedule the job to run during the available timeslots.

(12:00 AM - 5:00 AM EST are the acceptable timeslots M - F)

Job Positions
Documents
Organizations
Organization Groups
Tasks
+ General References

The action you are trying to perform is affecting too many records and could take a long time to complete. This job must be scheduled to run in the background. Please complete the following information if you want to schedule this job to run at a specific date and time. If you choose to be notified by email upon completion, please select "Notify via email upon completion" checkbox and specify an email address.

☐ Run this job immediately, if allowable.

☒ Schedule this job to be executed on: [View Available Time Slots](#)

Date:

(MM/DD/YYYY)

Time:

(hh:mm AM/PM)

Time Zone:

Job Description:

☒ Notify via email upon completion

Email:

5. You should receive the Background Job ID, and SATERN will email you after the job is complete.

Note: Once an Assignment Profile is in use, it cannot be deleted.

Background Job Scheduled

Status:

- Your job has been scheduled to run in the background. The job ID is 000000000000003159.

[Back to Assignment Profile](#)

Adding Items to a Curriculum that has been Assigned

Tasks

- A. Add the Initial Assignment/Retraining period in the Item
- B. Add the item to the Curriculum

Task A: Add the Initial Assignment/Retraining period in the Item

1. Click **Learning>Items**. Search for the Item you are adding to the Curriculum.

Search

Search Results

Search Items

Enter the ID or Description, select the type of search from the drop-down menu, and click "Search" to browse results. Enter an exact ID and select "Exact" from the drop-down menu to go directly to a record. The search is case sensitive by default. You can choose case insensitive search which applies to criteria typed in. Please note that a case insensitive search could take a long time.

Case sensitive search: ☐ Yes ☒ No

Item Types: [Select from list](#) or By ID Starts With

Item ID: Starts With

Revision Date: (MM/DD/YYYY)

Revision Number: Starts With

Item Title: Starts With

Item Status: ☒ Active ☐ Not Active ☐ Both

Item Classification: [Select from list](#) or By ID Starts With

Online Settings: ☐ Has online content

Domains: [Filter by criteria](#) or By ID Starts With

2. Click **Edit**.

Search Results	
View Item Results	
Item ID	Title
COURSE JSC-OHS-HAZCOM (Rev 6/6/2006 02:02 PM CST)	HAZARD COMMUNICATION/AWARENESS LEVEL EMERGENCY RESPONSE View Edit Delete Copy
COURSE JSC-OHS-HAZCOMCBT (Rev 9/14/2006 11:00 AM CST)	HAZARD COMMUNICATION AND EMERGENCY RESPONSE View Edit Delete Copy

- Click the Design Data tab.

Curricula	Competencies	Custom Fields	Requests	Rqst Reasons	Substitutes
Summary	Design Data	Delivery Data	Prerequisites	Documents	Tasks
Edit the Design Data for the Item					
<div> <div>Reviser:</div> <div>William.A.Rydbom@nasa.gov</div> </div> <div> <div>Approved By:</div> <div></div> </div> <div> <div>Approval Date:</div> <div>(MM/DD/YYYY)</div> <div></div> </div> <div> <div>Lesson:</div> <div></div> </div> <div> <div>Audience:</div> <div></div> </div> <div> <div>Default Initial Assignments:</div> <div> <div>Initial Number:</div> <div>(1000,001)</div> <div></div> </div> <div> <div>Initial Basis:</div> <div> <input type="radio"/> Calendar <input checked="" type="radio"/> Event </div> </div> </div> <div> <div>Default Retraining Assignments:</div> <div> <div>Retraining Number:</div> <div>(1000,001)</div> <div></div> </div> <div> <div>Retraining Basis:</div> <div> <input type="radio"/> Calendar <input checked="" type="radio"/> Event </div> </div> </div> <div> <div>Contact's Email:</div> <div>sheilla.o.goldberg@nasa.gov</div> </div> <div> <div>Item Goals:</div> <div></div> </div>					
<div> <div>Contact Hours:</div> <div>(1000,001.01)</div> <div>0.00</div> </div> <div> <div>Credit Hours:</div> <div>(1000,001.01)</div> <div>0.00</div> </div> <div> <div>CPE Hours:</div> <div>(1000,001.01)</div> <div>0.00</div> </div>					
<div> <div>Initial Period:</div> <div>Days</div> <div></div> </div> <div> <div>Retraining Period:</div> <div>Days</div> <div></div> </div>					
<div> <div>Apply Changes</div> <div>Reset</div> </div>					

- Enter the Initial Assignment/Retraining Information, and **Apply Changes**.

See the “Period-Based Assignment of Items Job Aid” for information regarding Initial Assignments, Retraining Periods, and Event vs. Calendar Based assignments.

Note: If entering a Retraining Period, the item will remain on the Learner's Learning Plan with a new Required Date after they complete it.

Curricula	Competencies	Custom Fields	Requests	Rqst Reasons	Substitutes
Summary	Design Data	Delivery Data	Prerequisites	Documents	Tasks
Edit the Design Data for the Item					
<div> <div>Reviser:</div> <div>William.A.Rydbom@nasa.gov</div> </div> <div> <div>Approved By:</div> <div></div> </div> <div> <div>Approval Date:</div> <div>(MM/DD/YYYY)</div> <div></div> </div> <div> <div>Lesson:</div> <div></div> </div> <div> <div>Audience:</div> <div></div> </div> <div> <div>Default Initial Assignments:</div> <div> <div>Initial Number:</div> <div>(1000,001)</div> <div>30</div> </div> <div> <div>Initial Basis:</div> <div> <input type="radio"/> Calendar <input checked="" type="radio"/> Event </div> </div> </div> <div> <div>Default Retraining Assignments:</div> <div> <div>Retraining Number:</div> <div>(1000,001)</div> <div>365</div> </div> <div> <div>Retraining Basis:</div> <div> <input type="radio"/> Calendar <input checked="" type="radio"/> Event </div> </div> </div> <div> <div>Contact's Email:</div> <div>sheilla.o.goldberg@nasa.gov</div> </div> <div> <div>Item Goals:</div> <div></div> </div>					
<div> <div>Contact Hours:</div> <div>(1000,001.01)</div> <div>0.00</div> </div> <div> <div>Credit Hours:</div> <div>(1000,001.01)</div> <div>0.00</div> </div> <div> <div>CPE Hours:</div> <div>(1000,001.01)</div> <div>0.00</div> </div>					
<div> <div>Initial Period:</div> <div>Days</div> <div></div> </div> <div> <div>Retraining Period:</div> <div>Days</div> <div></div> </div>					
<div> <div>Apply Changes</div> <div>Reset</div> </div>					

Task B: Add the item to the Curriculum

1. Click **Learning>Curricula**.
Type the Curriculum ID, and **Search**.

Curricula | [Simple Search](#) | [Advanced Search](#) | [Add New](#) | [Help](#) |

Search

Search Curricula

Enter the ID or Description, select the type of search from the drop-down menu, and click "Search" to browse results. Enter an exact ID and select "Exact" from the drop-down menu to go directly to a record. The search is case sensitive by default. You can choose case insensitive search which applies to criteria typed in. Please note that a case insensitive search could take a long time.

Case sensitive search: ☐ Yes ☒ No

Curriculum ID: Starts With

Curriculum Title: Starts With

Curriculum Status: ☒ Active ☐ Not Active ☐ Both

2. Click **Edit**.

View Curriculum Results

Curriculum ID	Title	
JSC-ANNUALSUPERVISOR	ANNUAL REQUIRED TRAINING FOR SUPERVISORS	View Edit Delete Copy

3. Click the **Items** tab.

Summary | **Items** | Subcurricula | Documents | Job Positions

Edit the Curriculum

Add an Item to the Curriculum

Enter Item ID or [add one or more from list](#)

Type ID

Update the Items for the Curriculum

[Select All](#) / [Deselect All](#)

Item	Title	Remove
<input checked="" type="checkbox"/> COURSE ITS-004-06 (Rev 9/29/2006 11:00 AM CST)	IT Security for Managers 2007	Edit <input type="checkbox"/>
<input checked="" type="checkbox"/> COURSE JSC-001-06 (Rev 10/12/2006 11:00 AM CST)	JSC Quality Management System Refresher Training	Edit <input type="checkbox"/>

4. Select the Item Type, Type the Item ID, and click **Add**.

Note: By adding this Item to the Curriculum, you are adding the item to the Learning Plans of everyone assigned this Curriculum ID. The initial assignment and retraining period will carry over from the Design Data tab in the Item record.

Add an Item to the Curriculum

Enter Item ID or [add one or more from list](#)

Type ID
COURSE JSC-OHS-HAZCOMM

Add

Update the Items for the Curriculum

Apply Changes

Select All / Deselect All

Item	Title	Edit	Remove
<input checked="" type="checkbox"/> COURSE ITS-004-06 (Rev 9/29/2006 11:00 AM CST)	IT Security for Managers 2007	Edit	<input type="checkbox"/>
<input checked="" type="checkbox"/> COURSE JSC-001-06 (Rev 10/12/2006 11:00 AM CST)	JSC Quality Management System Refresher Training	Edit	<input type="checkbox"/>

Select All / Deselect All

Apply Changes

5. If the assignment affects too many Learner records (>500), you must schedule a background job. The new item will not appear in the Curriculum record until the background job has run, and you will not have the option to change the initial assignment or retraining period until the background job has run.

Schedule Background Job

The action you are trying to perform is affecting too many records and could take a long time to complete. This action must be scheduled to run in the background. Please complete the following information if you want this action to run at a specific date and time. If you choose to be notified by email upon completion, please select "Notify via email upon completion" checkbox and specify an email address.

- ☐ Run this job immediately, if allowable.
☒ Schedule this job to be executed on: [View Available Time Slots](#)

Date: (MM/DD/YYYY) 05/28/2007
 Time: (hh:mm AM/PM) 02:00 AM
 Time Zone: CST

Job Description:

☒ Notify via email upon completion

Email: JASON.R.NELSON1@JSC.NASA.GOV

Reset Finish

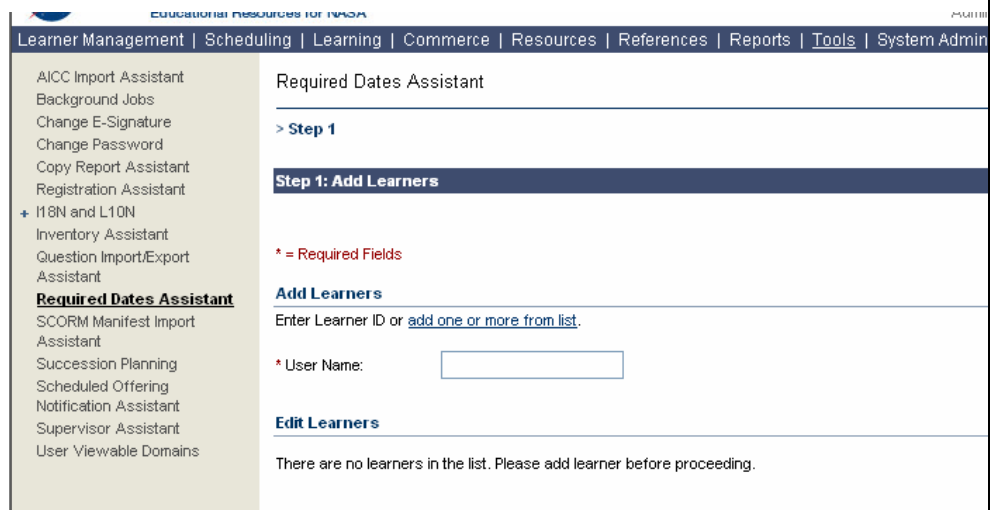
Changing Curriculum Required Dates with the Required Dates Assistant

Tasks

A. Changing Required Dates for Items within a Curriculum

Task A: Changing Required Dates for Items within a Curriculum

1. Click **Tools>Required Dates Assistant.**



EDUCATIONAL RESOURCES FOR NASA

Learner Management | Scheduling | Learning | Commerce | Resources | References | Reports | Tools | System Admin

AICC Import Assistant
Background Jobs
Change E-Signature
Change Password
Copy Report Assistant
Registration Assistant
+ I18N and L10N
Inventory Assistant
Question Import/Export Assistant
Required Dates Assistant
SCORM Manifest Import Assistant
Succession Planning
Scheduled Offering
Notification Assistant
Supervisor Assistant
User Viewable Domains

Required Dates Assistant

> Step 1

Step 1: Add Learners

* = Required Fields

Add Learners

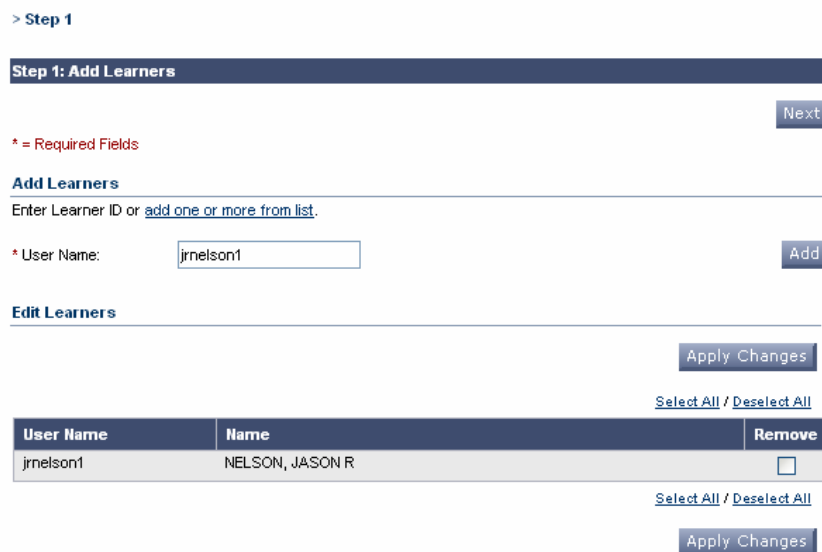
Enter Learner ID or [add one or more from list](#).

* User Name:

Edit Learners

There are no learners in the list. Please add learner before proceeding.

2. Add Learners, and click **Next.**



> Step 1

Step 1: Add Learners

[Next](#)

* = Required Fields

Add Learners

Enter Learner ID or [add one or more from list](#).

* User Name: [Add](#)

Edit Learners

[Apply Changes](#)

[Select All / Deselect All](#)

User Name	Name	Remove
jnelson1	NELSON, JASON R	<input type="checkbox"/>

[Select All / Deselect All](#)

[Apply Changes](#)

3. Type the Curriculum ID, and click **Add**. Click **Next**.

> Step 1 > Step 2

Step 2: Add Curricula

Previous Next

* = Required Fields

Add Curricula

Enter Curriculum ID or [add one or more from list](#).

* Curriculum ID: Add

Edit Curricula

There are no curricula in the list. Please add curriculum before proceeding.

4. Click **Next** at the "Add Items" step.

Note: This step is only used if you were changing Required Dates for free-floating items that you have assigned.

Required Dates Assistant [\[Help \]](#)

> Step 1 > Step 2 > Step 3

Step 3: Add Free-floating Items

Previous Next

* = Required Fields

Add Items

Enter Items or [add one or more from list](#).

*Item Type: *Item ID: Add

Edit Items

There are no items in the list. Please add an item before proceeding.

5. Enter the new Required Dates for each item within the Curriculum, and click **Finish**.

Note: If you are affecting too many records (>500), you must schedule a background job.

Required Dates Assistant [\[Help \]](#)

> Step 1 > Step 2 > Step 3 > Step 4

Step 4: Edit Item Required Date

Previous Finish

Curriculum	Item	Title	Required Date (MM/DD/YYYY)
JSC-ANNUALSUPERVISOR	COURSE ITS-004-06 (Rev 9/29/2006 11:00 AM CST)	IT Security for Managers 2007	<input type="text" value="10/01/2007"/>
JSC-ANNUALSUPERVISOR	COURSE JSC-001-06 (Rev 10/12/2006 11:00 AM CST)	JSC Quality Management System Refresher Training	<input type="text" value="10/01/2007"/>

Removing Curriculum Using Learner Needs Management

Tasks

A. Remove Curriculum with Learner Needs Management

1. Click **Learner Management>**

Learner Needs Management.

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Admin

[Learner Management](#) | [Scheduling](#) | [Learning](#) | [Commerce](#) | [Resources](#) | [References](#) | [Reports](#) | [Tools](#) | [System Admin](#)

Learners
Learning Event Editor
Learning Event Recorder
Competency Assessment Editor
Competency Assessment Recorder
Learner Needs Mgmt

Learner Needs Management

> **Step 1**

Step 1: Select Management Action

☐ Add Curricula ☐ Remove Curricula
☐ Add Items ☐ Remove Items
☐ Add Competency Profiles ☐ Remove Competency Profiles
☐ Add Competencies ☐ Remove Competencies
☐ Add Job-related Curricula
☐ Add Job-related Competency Profiles

2. Click the **Remove Curricula** radio button and **Next**.

Step 1: Select Management Action

☐ Add Curricula ☒ Remove Curricula
☐ Add Items ☐ Remove Items
☐ Add Competency Profiles ☐ Remove Competency Profiles
☐ Add Competencies ☐ Remove Competencies
☐ Add Job-related Curricula
☐ Add Job-related Competency Profiles

Next

3. Add Learners from which you want to remove the Curriculum. Click **Next**.

Step 2: Select Learners

[Previous](#) [Next](#)

* = Required Fields

Add Learners

Enter Learner ID or [add one or more from list](#).

* User Name: [Add](#)

Edit Learners

[Apply Changes](#)

[Select All](#) / [Deselect All](#)

User Name	Name	Remove
jnelson1	NELSON, JASON R	<input type="checkbox"/>

[Select All](#) / [Deselect All](#)

[Apply Changes](#)

4. Type the Curriculum ID, and click **Add**.

Select Curricula for Removal

Enter Curriculum ID or [add one or more from list](#).

* Curriculum ID: [Add](#)

Edit the List of Curricula for Removal

[Apply Changes](#)

[Select All](#) / [Deselect All](#)

Curriculum	Title	Assign Date	Remove
JSC-ANNUALSUPERVISOR	ANNUAL REQUIRED TRAINING FOR SUPERVISORS	5/29/2007	<input type="checkbox"/>

[Select All](#) / [Deselect All](#)

[Apply Changes](#)

5. Click **Run Job Now**.

Note: If you are affecting too many records (>500), you must schedule a background job.

Step 3: Removing Curricula

[Previous](#) [Run Job Now](#) [Schedule Job](#)

* = Required Fields

Select Curricula for Removal

Enter Curriculum ID or [add one or more from list](#).

* Curriculum ID: [Add](#)

Edit the List of Curricula for Removal

[Apply Changes](#)


[Select All / Deselect All](#)

Curriculum	Title	Assign Date	Remove
JSC-ANNUALEMPLOYEE	ANNUAL REQUIRED TRAINING FOR EMPLOYEES	5/29/2007	<input type="checkbox"/>

[Select All / Deselect All](#)

[Apply Changes](#)

6. If you are able to run the job immediately, you will receive confirmation.

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[Learners](#)
[Learning Event Editor](#)
[Learning Event Recorder](#)
[Competency Assessment Editor](#)
[Competency Assessment Recorder](#)
[Learner Needs Mgmt](#)

Finished

Status:

- Successfully removed the curricula from the specified learners.

Period Based Assignment of Items

Using Period-Based Item Assignments, you can schedule items and create required dates and expiration dates for a particular time period. Period-Based Assignment of Items requires that assigned learners complete the item over a specified period of time. Valid periods are **Days, Weeks, Months, Quarters, and Years**.

To access Period-Based Assignment of Items, navigate **Learning>Items** and click the **Design Data** tab.

Concepts Used in Period-Based Item Assignments

There are three concepts used in Period Based Item Assignments: **Basis, Periods, and Numbers**.

Basis

Curriculum items can be set up based on two models: **Event Based** and **Calendar** based.

- The **Event Based** model uses the last notable event to define when the item will need to be completed. The notable event will be either the last completion, the last successful completion, or the assignment of the item.
- The **Calendar Based** model uses a specific date to start defining time periods that specify when the item should be successfully completed. The basis date (defined per curriculum) defines the beginning point of the time-periods. The time-periods themselves are built using either the initial assignment information, or the retraining assignment information. Once the item is completed, it is not due again until the end of the next period. This allows the assignment of learning that is due once a quarter, or once a year, but allows the learner to complete it at any time during the quarter or year.

Periods

The period defines how the item due dates are scheduled within the chosen time frame.

- The **Days** period counts the number of days until the item is due and also indicates successive due dates. This does not discount any days like weekends or holidays, but simply counts the number of days until the item is again required.
- The **Weeks** period is similar to Days, except that one week is equal to seven days. So if the assignment is on a Tuesday, and the requirement is due in one week, the required date is seven days later, again on a Tuesday.
- **Months** count the number of months and assign the learning on the last day of the months selected. So if something is due in 6 months, then it is due at the end the sixth month.
- When you use the **Quarters** period, the item is due for completion by the last day of the quarter. In other words, it is due by the last day of the third month of the quarter.
- **Years** work like months, because the learning is due at the end of a year after all computations are done.

Initial Numbers

The **Initial Number** is the last part of the training requirement calculation. It is the number of periods necessary to determine when the learning is due. For example, if you are using the **Month** period and your Initial Number is 2, the learner is required to complete the item by the end of every two month period.

The number is an integer that is greater than zero.

Examples

Period based item assignments can be event based or calendar based.

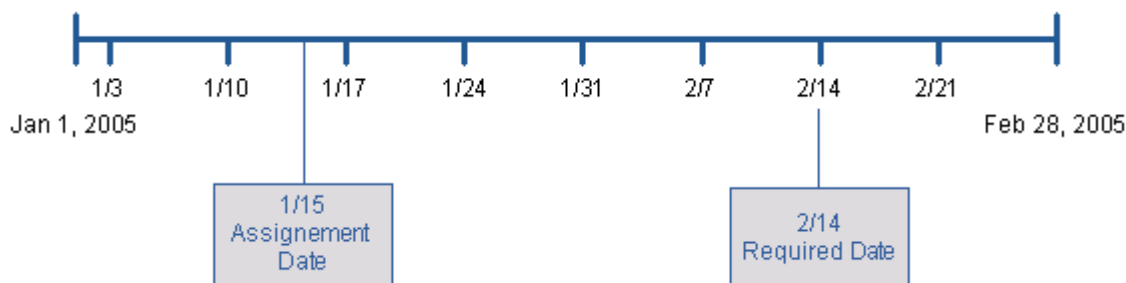
Assignment Date: This is the date that the item is assigned to the learner.

Required Date: The date that the item is to be completed.

Example One:

- Event Based
- Initial Period: Days
- Initial Number: 30 Days.

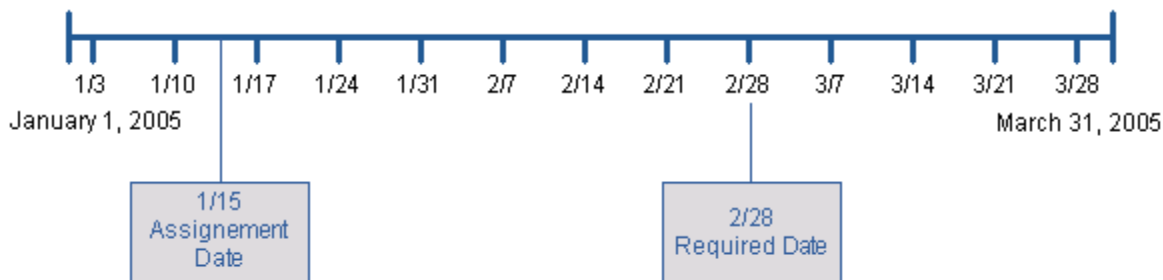
The initial period is *Days* and the initial number is *30 days*. Therefore, learners must complete the item within 30 days of the assignment date.



Example Two

- Event Based
- Initial Period: One Month
- Initial Number: 1

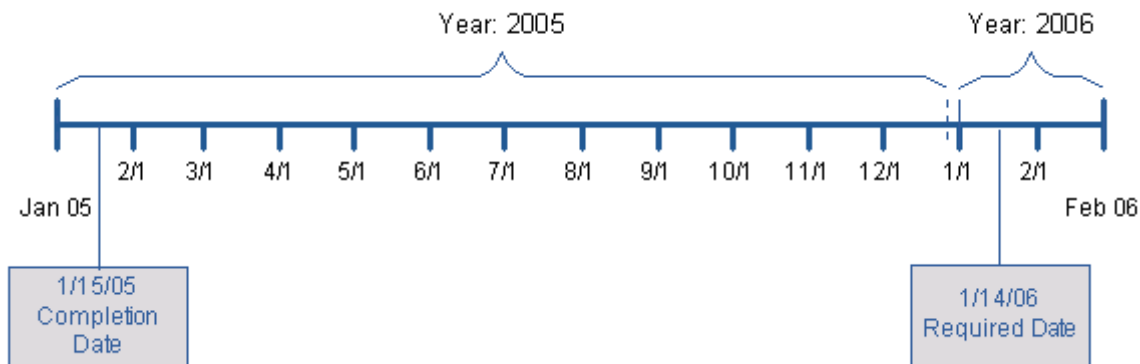
In this example, the learners must complete the item by the end of the month following the assignment date.



Example Three

- Event Based
- Retraining Period: Days
- Retraining Number: 365

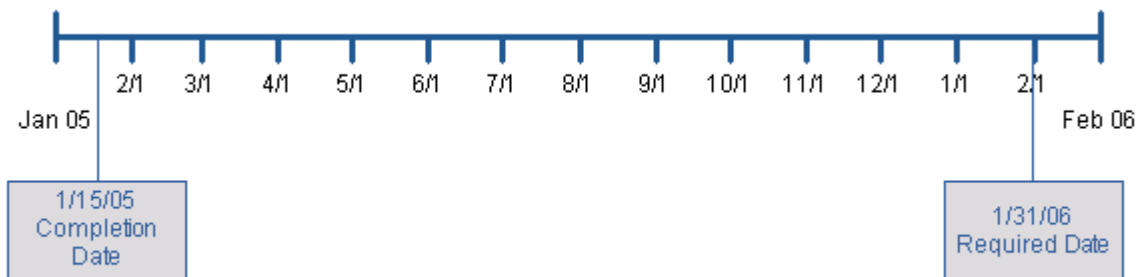
In this graph, the learner must be complete the item for retraining within 365 days after the completion date.



Example Four

- Event Based
- Retraining Period: Months
- Retraining Period: 12

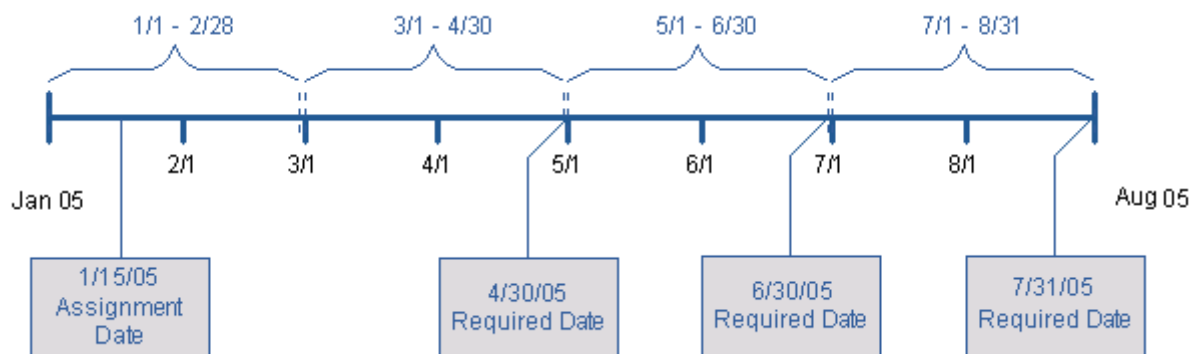
In this example, learners must complete retraining of the item at the end of the twelfth month following the completion date.



Example Five

- Calendar Based
- Basis Date: January 1, 2005
- Initial Period: Months
- Initial Number: 2

In this Calendar Based example, the learner is required to complete the item by the end of every two month period.



Example Six

- Calendar Based
- Basis Date: January 1, 2005
- Initial Period: Years
- Initial Number: 3

In this Calendar Based example, the learner is required to complete the item by the end of every three year period.

